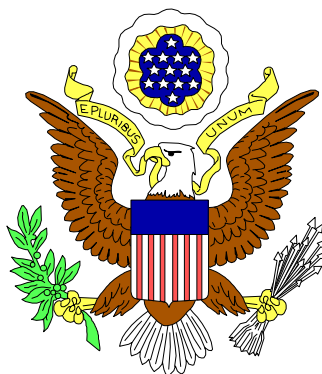


# ELECTRONIC CASE FILING CM/ECF



## USER'S MANUAL

Western District of New York  
(Revised October 2003)

Case Management

**CM / ECF**

Electronic Case Files

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# **Electronic Case Files User's Manual**

(Last revision: October 2003)

## **Getting Started**

### **Introduction**

This manual provides instructions on how to use the Electronic Case Filing (ECF) System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat. Users should refer to the court's Administrative Procedures governing electronic case filing in the Western District of New York. They are available on request or on the court's website at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov).

### **Help Desk**

After January 1, 2004, you may contact the court's Help Desk on business days between the hours of 8:30 a.m. and 4:45 p.m., Eastern Standard Time (or Eastern Daylight Time, if in effect), should you need assistance using ECF. If you call at other times, you may leave a voice mail message which will be returned as soon as possible on the next business day.

**Help Desk – Buffalo                      716-332-1775**

**Help Desk – Rochester                  585-613-4036**

### **ECF System Capabilities**

The electronic filing system allows registered participants with Internet access and browser software (such as Netscape Navigator or Internet Explorer) to perform the following functions:

- Open the court's web page
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

# Requirements

## Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Macintosh.
- Access to the Internet, preferably through a broadband (cable or DSL) or digital (T1, fractional T1, etc.) means. Although dial-up service will work, it is not recommended given the size of documents and attachments typically submitted to the court.
- Web browsing software such as Netscape Navigator version 4.5, 4.7, 4.76, or 7.0 (version 6.x will not work) or Internet Explorer 5.5 (version 6.0 is currently under testing).
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processing format to portable document format (PDF).
- A scanner to transmit documents that are not in your word processing system. **Note: This should only be used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. Additionally, PDF documents have word search capability whereas scanned documents do not, thus making PDF documents much more useful for parties to cases and to the court. We are moving away from the utilization of scanned documents inside the court and are asking all users to do the same whenever possible.**

Due to security issues, a session can only be established using a browser as noted above. **DO NOT USE** America On-Line's version of Netscape Navigator, or a version of Netscape Navigator lower than 4.5.

## PACER Registration

ECF users must have a PACER account with the court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

## **Registering for Access to ECF**

Participants will need to register with the court to receive a login and password for the CM/ECF system. Registration forms can be obtained on our web site at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov) or by calling the court.

Completed registration forms should be mailed to:

Office of the Clerk  
ATTN: CM/ECF Registration  
U.S. District Court  
68 Court Street  
Buffalo, NY 14202

Once an account has been established, the Clerk's Office will send you your login and password by first class mail unless, at the time you register, you indicate in writing that you would prefer an alternate delivery method.

Interested persons can visit a training version of the system on the Internet at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov) to practice ECF activities. We strongly recommend that registered users practice with these training modules before filing documents in the "live" ECF database.

## **Changing Your Password**

If you wish to change your password, or need to because the security of your existing password has been compromised, follow the steps under the section of this manual entitled "Maintain Your Account".

## **Preparation**

### **Setting Up the Acrobat PDF Reader**

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on the system. All documents must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### **Portable Document Format (PDF)**

Only PDF (Portable Document Format) documents may be filed with the court using the ECF system. Before sending the file to the court, users should preview the PDF-formatted document to ensure that it appears in its entirety and in the proper format.

## How to View a PDF File

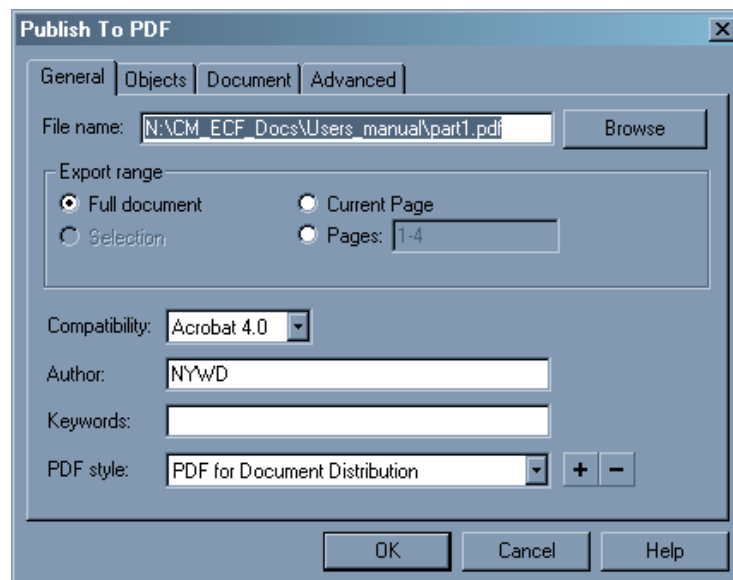
- Start the Adobe Acrobat program
- Go to **File** menu and choose **Open**
- Click on the location and file name of the document to be viewed
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Reader loads the file and displays it on the screen
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document
- Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

## How to Convert Documents to PDF Format

You must convert all your documents to PDF format before submitting them to the court's ECF system. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9, 10, and 11 have Acrobat Writer built-in and can also be used to convert documents to PDF.

### Using WordPerfect 9, 10, or 11 to create a PDF file:

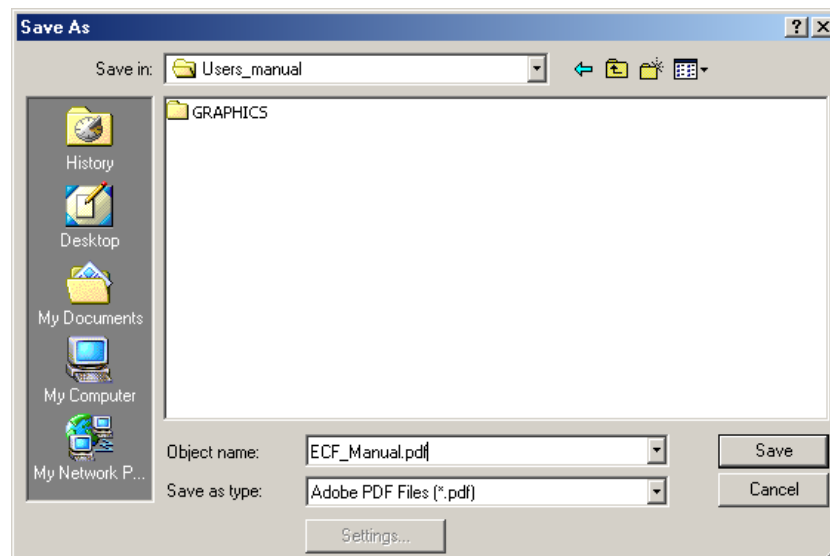
- Select the [Publish to PDF] or [Publish to] ÷ [PDF] option underneath the File menu.



- Name the file, giving it the extension .PDF and click the [OK] button

**Using any word processing program (where Adobe Acrobat Writer or PDFfactory have been installed):**

- Open the document to be converted.
- Select the **[Print]** option (generally found in the file menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter** or **FinePrint pdfFactory** (you must have either Adobe Acrobat Writer or FinePrint pdf Factory installed on your computer to see these choices listed).
- Print the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.



# Basics

## User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields.
- Using command buttons to direct system activities.
- Mouse-clicking on hyperlinks.

## Conventions Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: **<data to be entered>**
- Command buttons are represented in this manual in **[bracketed boldface type]**
- Hyperlinks are represented in **underlined boldface type**.

## Documents Filed in Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction. If you realize that you have incorrectly filed a document, **do not attempt to re-file it.**

To request a correction, please telephone:

<b>Help Desk – Buffalo</b>	<b>716-332-1775</b>
<b>or</b>	
<b>Help Desk – Rochester</b>	<b>585-613-4036</b>

as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court staff will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled documents(s) or incorrect docket entry after the transaction has been accepted.

## System Availability

Parties can file electronically 24 hours a day. Unless otherwise directed by the court in an individual case, a document is deemed timely filed if the Notice of Electronic filing for the document is generated prior to midnight Eastern Standard Time (or Eastern Daylight Time, if in effect).

## Privacy Policy

In compliance with the policy of the Judicial Conference of the United States and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings and documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court.

**Names of Minor Children** – If the involvement of a minor child must be mentioned, only the initials of the child should be used.

**Financial Account Numbers** – If financial account numbers are relevant, only the last four digits of the account number should be used.

**Social Security Numbers** – If an individual's social security number must be included in a filed document, only the last four digits of that number should be used.

**Dates of Birth** – If an individual's date of birth must be included in a filed document, only the year should be used.

Additionally, the filing party may omit or partially redact the following confidential information from documents filed, whether electronically or on paper, unless otherwise ordered by the court.

**Personal identifying numbers – such as driver's license numbers;**

**Medical records, treatment and diagnosis;**

**Employment history;**

**Individual financial information; and**

**Proprietary or trade secret information.**

Upon leave of court, a party wishing to file a document containing the above-listed personal identifiers may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file.

The responsibility for redacting personal data identifiers rests solely with counsel and the parties. The court will not review documents for compliance with this rule, *sua sponte* seal documents containing personal data identifiers, or redact documents, whether filed electronically or on paper.

## Signatures

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. Signatures shall be indicated by including “s/name” typed where the signature is to appear. Documents containing signatures of defendants in criminal cases shall be scanned so that the electronically filed document contains an image of the defendant’s signature.

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the signatures of all parties on the document.
- b. The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., “s/Jane Doe,” “s/John Smith,” etc.
- c. The filing party or attorney shall retain the hard copy of the document containing the original signatures, and make it available to the court and other parties upon request, for a period of five years after the expiration of all time periods for appeals.
- d. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing one or more signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of receiving the Notice of Electronic Filing.

## Certificates of Service

A certificate of service must be included with each document that is filed electronically. The certificate must indicate which parties are served electronically and which parties are served non-electronically. A sample certificate of service is appended to the Court’s Administrative Procedures.

To ascertain which parties will be served electronically, before filing your document, click on **[Utilities]** on the blue bar at the top of the CM/ECF screen. Then select **[Mailings]** and choose **[Mailing Info for a Case]**. By entering your case number, you will learn which parties are set up for electronic service. You can then prepare your certificate of service and attach it as the final page of your document.

Alternatively, you may file a certificate of service as a separate entry using the “Certificate of Service Filed” event in the civil or criminal menu.

## **Sealed Documents**

At this time, parties will continue to file sealed documents at the Clerk’s office in accordance with the existing practices and procedures for conventional filing.

## **Procedure for Submitting Proposed Orders**

All proposed orders must be submitted in a format compatible with WordPerfect, which is a “Save As” option in most word processing software. Judges will not accept proposed orders in PDF format.

Proposed orders should be attached to an Internet e-mail sent to the e-mail address of the assigned Judge. The e-mail addresses are:

Chief Judge Arcara	<a href="mailto:arcara@nywd.uscourts.gov">arcara@nywd.uscourts.gov</a>
Judge Larimer	<a href="mailto:larimer@nywd.uscourts.gov">larimer@nywd.uscourts.gov</a>
Judge Skretny	<a href="mailto:skretny@nywd.uscourts.gov">skretny@nywd.uscourts.gov</a>
Judge Siragusa	<a href="mailto:siragusa@nywd.uscourts.gov">siragusa@nywd.uscourts.gov</a>
Judge Curtin	<a href="mailto:curtin@nywd.uscourts.gov">curtin@nywd.uscourts.gov</a>
Judge Elfvin	<a href="mailto:elfvin@nywd.uscourts.gov">elfvin@nywd.uscourts.gov</a>
Judge Telesca	<a href="mailto:telesca@nywd.uscourts.gov">telesca@nywd.uscourts.gov</a>
Judge Foschio	<a href="mailto:foschio@nywd.uscourts.gov">foschio@nywd.uscourts.gov</a>
Judge Scott	<a href="mailto:scott@nywd.uscourts.gov">scott@nywd.uscourts.gov</a>
Judge Feldman	<a href="mailto:feldman@nywd.uscourts.gov">feldman@nywd.uscourts.gov</a>
Judge Schroeder	<a href="mailto:schroeder@nywd.uscourts.gov">schroeder@nywd.uscourts.gov</a>
Judge Payson	<a href="mailto:payson@nywd.uscourts.gov">payson@nywd.uscourts.gov</a>

No other documents, pleadings or electronic communications may be sent to these e-mail addresses.

## **Viewing Transaction Log**

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login and password. Specific instructions on how to utilize this feature are contained in the section of this manual entitled “Your Account”. If you believe or suspect that someone is using your login and password without your permission, change your password immediately, then telephone the clerk, chief deputy clerk or systems manager immediately and confirm that call by facsimile in order to prevent system access using the old password.

## **User’s Manual**

You can download or view the most recent version of the ECF User’s Manual (in PDF format) from the court’s web site at [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov).

## A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet.

### How to Access the System

Links to both the live and training CM/ECF databases will be displayed prominently on the court's web site at

<http://www.nywd.uscourts.gov>

### Logging In

The next screen is the login screen.

The screenshot shows a web browser window titled "CM/ECF TRAIN - U.S. District Court:nywd - Microsoft Internet Explorer". The address bar shows the URL "https://156.121.6.244/cgi-bin/login.pl?10827358581543L\_311\_0-1". The page has a blue header with the "ECF" logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the header, the page is titled "PACER Login".

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. At that time all inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Enter your ECF Login and Password in the appropriate data entry fields. **All ECF login names and passwords are case sensitive.**

**Note:** Use your **ECF** login and password if you are entering the system to file a pleading or other document or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. You will be charged the standard PACER fees to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

**Login failed either your login name or key is incorrect.**

- Click on the **[Back]** button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



**Note:** The date you last logged into the system appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk as soon as possible.

## Selecting ECF Features




ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil** – Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal** – Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query** – Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you query ECF.
- Reports** – Choose **Reports** to retrieve docket sheets and cases/filed reports. You must login to PACER before you can view an ECF report.
- Utilities** – View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout** – Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

## General Rules and Manipulations

### Manipulating the screens:


Each screen has the following two buttons:

-  clears all characters entered in the box(es) on that screen.
-  Or  [submit] button accepts the entry just made and displays the next entry screen, if any.

### Correcting a mistake:





Use the  button on the Netscape toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections. (See procedures for making corrections to improperly submitted documents in the manual section entitled "Documents Filed in Error".)

**User's Notes:**



## Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically file a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

### Filing a Civil Complaint

Civil actions must be commenced in the traditional manner. Therefore, complaints shall be filed and summonses shall be issued on paper.

Present the Clerk's office with a Civil Cover Sheet (JS-44c) and the complaint which lists the case party information and a check, money order or cash in the amount of \$150.00, together with a disk containing an electronic version of the complaint in PDF format. The Clerk's office will upload the complaint and cover sheet to the system. A docket entry will be made by the Clerk's office staff to indicate when summonses were issued.

### Filing Documents in Civil Cases

There are eight basic steps involved in filing a document:

1. Select the type of document to file
2. Enter the case number in which the document is to be filed
3. Designate the party(s) filing the document
4. Specify the PDF file name and location for the document to be filed
5. Add attachments, if any, to the document being filed
6. Modify docket text as necessary
7. Submit the document to ECF
8. Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a document:

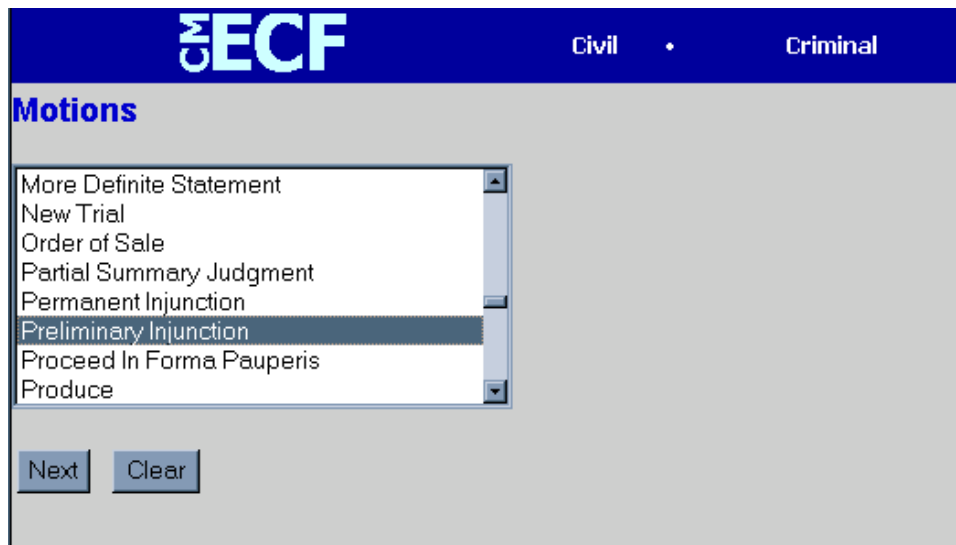


1. **Select the type of document to file**  
Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for other filings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motion** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



For demonstration purposes, highlight **Preliminary Injunction** and click **[Next]**.

To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

2. **Enter the case number in which the document is to be filed.**  
A new **Motions** screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below the bar, the word "Motions" is displayed in blue. The "Case Number" section features a text input field containing "03cv6931". To the right of the field, a yellow tooltip displays alternative formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

**Note:** If the case you are working on is 6:03cv6931, you could enter the case number in any of the following formats: 03-6931; 03cv6931; 6-03-cv-6931; 6:03cv6931.

If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid number, click on **[Back]** to re-enter.

When the case number is correct, click on **[Next]**.

3. **Designate the party(s) filing the document.**

The screenshot shows the ECF Motions screen with the case number "6:03-cv-06931-RJA-LGF Doe v. Doe et al" displayed. Below the case number, the text "Select the filer." is shown. Underneath, the instruction "Select the Party:" is followed by a dropdown menu. The dropdown list contains the following options: "Doe, Jane [Defendant]", "Doe, Jane [Counter Claimant]", "Doe, John [Plaintiff]", "Doe, John [Counter Defendant]", "XYZ Corporation, [Defendant]" (which is currently selected and highlighted), and "XYZ Corporation, [Counter Claimant]". To the right of the dropdown is a link that says "Add/Create New Party". At the bottom of the screen are two buttons: "Next" and "Clear".

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

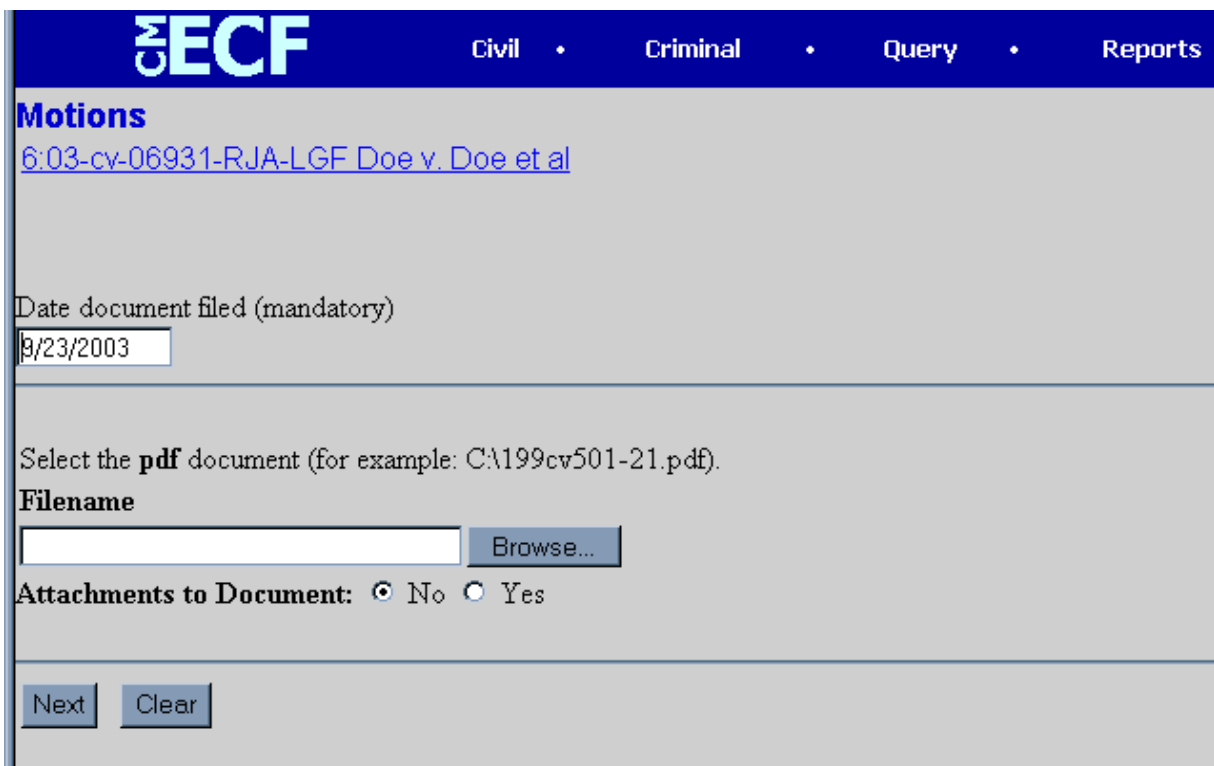
After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

4. **Specify the PDF file name and location for the document to be filed.**

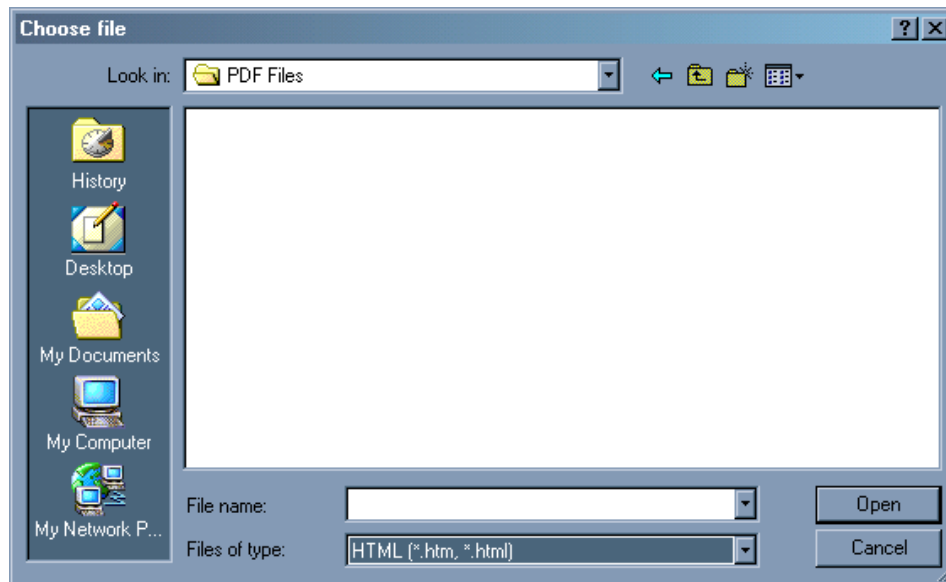
ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

**Note:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF must reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

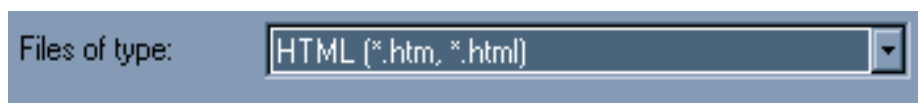


The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below the navigation bar is the "Motions" section. The case name "6:03-cv-06931-RJA-LGF Doe v. Doe et al" is displayed. A field for "Date document filed (mandatory)" contains the date "8/23/2003". Below this is a section for selecting a PDF document, with the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label, a text input field, and a "Browse..." button. Below the input field is a radio button selection for "Attachments to Document:", with "No" selected and "Yes" as an option. At the bottom of the form are "Next" and "Clear" buttons.

Click on the **[Browse]** button. ECF opens the following screen.



Change the **Files of type** from:



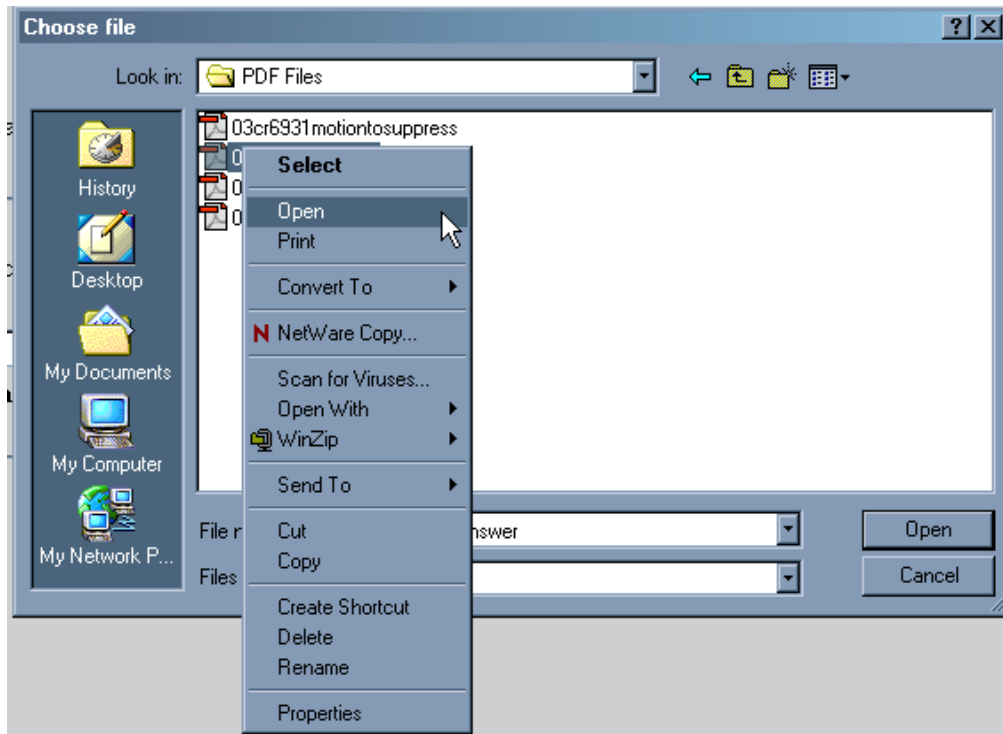
to:



Navigate to the appropriate directory and file name to select the PDF document you wish to file.

Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. When e-filing any document, you should always view it in this manner to verify that it is the document you intend to file.

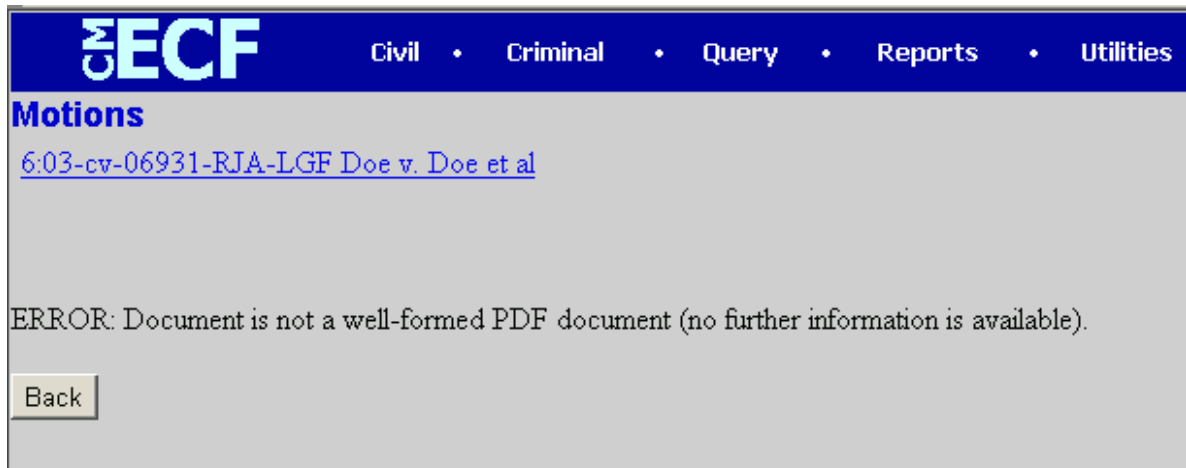


Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in the Section entitled “**Adding Attachments to Documents Being Filed**”.

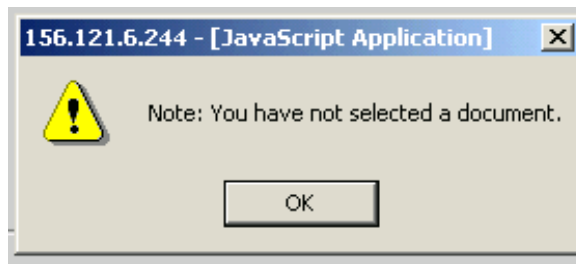
In the event you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your document and proceed as before.

#### **Failure to Select A Document to File**

If you fail to select a document to file, ECF will display the error message depicted below.



If you click **[OK]** from the screen depicted above ECF will return to the **Motions** screen. You cannot proceed without attaching a PDF document.

#### **5. Adding attachments to documents being filed.**

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Motions**  
[6:03-cv-06931-RJA-LGF Doe v. Doe et al](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on **[Browse]** to search for the document file name of the attachment.

Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Motions**  
[6:03-cv-06931-RJA-LGF Doe v. Doe et al](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

---

2) At your option, select a document type and/or enter a description.

Type	Description
Exhibit	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

Click on **[Add to List]**.



ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

The screenshot shows the ECF Motions screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" with a link to "6:03-cv-06931-RJA-LGF Doe v. Doe et al". The main content area has a heading "Select one or more attachments." followed by three instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. The form includes a "Filename" input field with a "Browse..." button, a "Type" dropdown menu, a "Description" input field, a list box containing "O:\CM-ECF Demo Docs\exhibits.pdf", and buttons for "Add to List", "Remove from List", and "Next".

Repeat the sequence for each additional attachment.


After adding all of the desired PDF documents as attachments, click on **[Next]**.

### **When attachments and exhibits are voluminous**

Attachments and exhibits that exceed 5 MB in size when scanned shall be filed electronically in separate five-megabyte segments.

## **6. Modify Docket Text as Necessary**


The following screen allows you to modify the text of the docket entry, should you choose to do so.


Civil • Criminal • Query • Reports • Utilities •

## Motions

[6:03-cv-06931-RJA-LGF Doe v. Doe et al](#)

**Docket Text: Modify as Appropriate.**



MOTION for Preliminary Injunction

by

Jane Doe , XYZ Corporation . (Attorney1, )

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.

- First
- Second
- Third
- Fourth
- Fifth
- Sixth
- Seventh
- Eighth
- Ninth
- Tenth
- Amended
- Consent
- Counter
- Cross
- Emergency
- Endorsed
- Ex Parte
- Final
- Interim

5. District Court:nywd - Netscape

Communicator Help

Reload
 Home
 Search
 Netscape
 Print
 Security
 Shop
 Stop

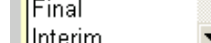
Location: [https://156.121.6.244/cgi-bin/login.pl?561320795898438-L\\_311\\_0-1](https://156.121.6.244/cgi-bin/login.pl?561320795898438-L_311_0-1)

Contact
 People
 Yellow Pages
 Download
 Channels

Civil • Criminal • Query • Reports • Utilities • Logout

[A-LGF Doe v. Doe et al](#)

**fy as Appropriate.**



MOTION for Preliminary Injunction

by

Jane Doe , XYZ Corporation . (Attorney1, )

Click in the open text area to type additional text for the description of the document.

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**

[6:03-cv-06931-RJA-LGF Doe v. Doe et al](#)

Docket Text: Modify as Appropriate.

MOTION for Preliminary Injunction  by Jane Doe , XYZ Corporation . (Attorney1, )

## 7. Submit the filing

Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter.

**ECF** Civil • Criminal • Query • Reports • Utilities •

**Motions**

[6:03-cv-06931-RJA-LGF Doe v. Doe et al](#)

Docket Text: Final Text

MOTION for Preliminary Injunction *to enjoin plaintiff from selling widgets* by Jane Doe, XYZ Corporation. (Attorney1, )

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Click on the **[Next]** button to file the document.

Note: The screen depicted above contains the following warning:

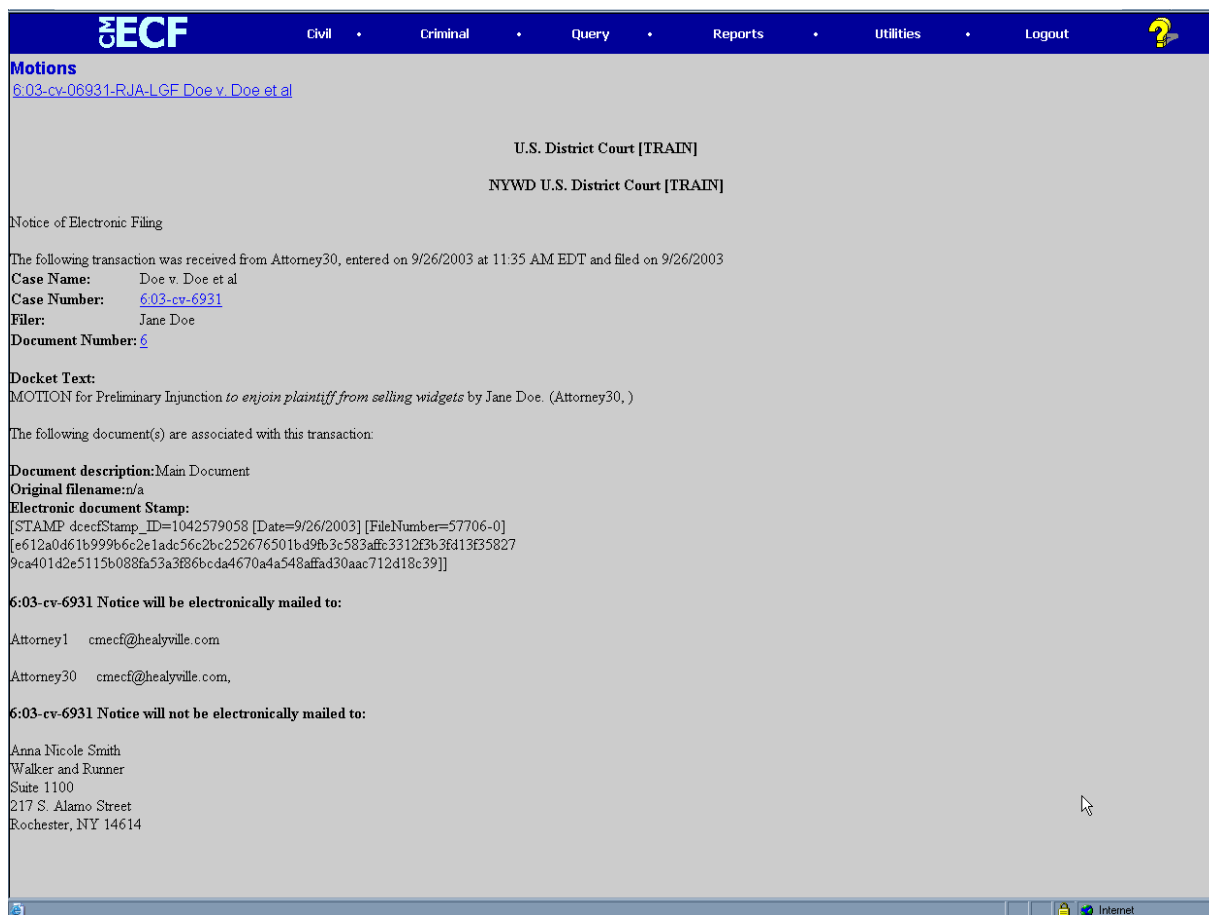
**ATTENTION!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the BLUE ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until you return to the desired screen.

## 8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.



The screen depicted above provides confirmation that ECF has registered your transaction and the document is now an official part of the court record. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

Select **[Print]** on the Netscape Toolbar to print the document receipt.

Select **[File]** on the Netscape menu bar, and choose **Save Frame As . . .** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** serves as the court's date-stamp and proof of service. The court strongly urges you to copy it to a file on your computer hard-drive, print, it, and retain a hard copy in your personal files.

ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the filed document on attorneys and parties who are not set up for electronic notification. A filer may include a copy of the Notice of Electronic Filing with any hard copies sent.

### **E-Mail Notification of Documents That Were Filed**

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-Mail addresses to the court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The court strongly urges you to copy the **Notice of Electronic Filing** and filed documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and filed documents from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard copies of the filed documents to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

# Criminal Events Feature

## Filing Documents in Criminal Cases

There are ten basic steps involved in filing a criminal document:

1. Select the type of document to file;
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Designate the party(s) filing the document;
5. Select type of motion;
6. Specify the PDF file name and location for the document to be filed.
7. Add attachments, if any, to the document being filed.
8. Modify docket text as necessary
9. Submit the pleading to ECF
10. Receive notification of electronic filing.

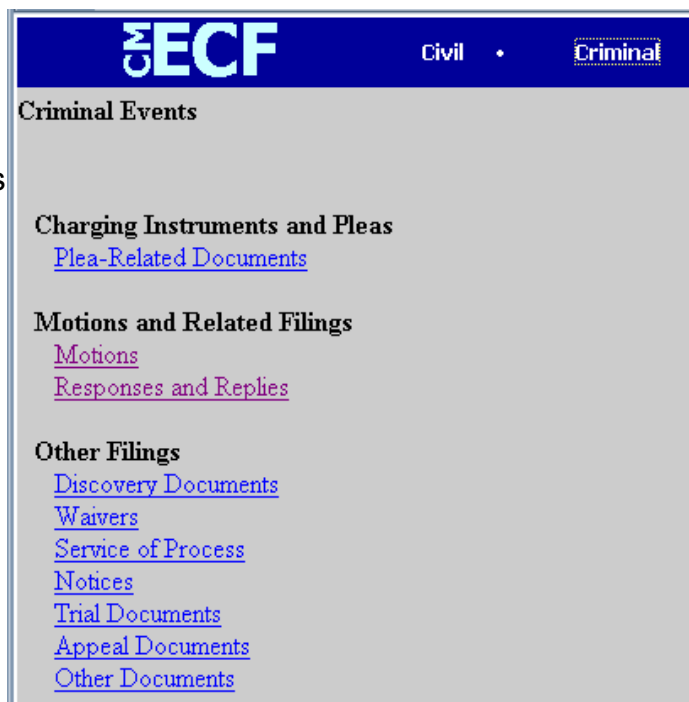
After successfully logging into ECF, follow these steps to file a document.



### 1. Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other documents in ECF.

Click on **Motions**, under **Motions and Related Filings**



### 2. Enter the case number in which the document is to be filed.

A new **Motions** screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header is a grey box titled "Motions". Inside this box, there is a "Case Number" label above a text input field containing "03cr6931". To the right of the input field, a yellow box displays the text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear". A mouse cursor is visible near the bottom right of the grey box.

**Note:** if the case you are working on is 6:03cr6931, you could enter the case number in any of the following formats: 03-6931, 03cr6931, 6-03-cr-6931, 6:03cr6931.

If the number is entered incorrectly, click **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.

When the case number is correct, click on **[Next]**.

3. **Designate the defendant(s) that the filing relates to.**

This screenshot shows the same ECF interface as the previous one, but at the step for selecting defendants. The "Case Number" field is no longer visible. Instead, the text "Make appropriate selections" is displayed. Below this text are three checkboxes with corresponding labels: the first is checked and labeled "6:03-cr-06931-RJA-HKS-1 - James Hanson", the second is unchecked and labeled "6:03-cr-06931-RJA-HKS-2 - Mary McIntosh", and the third is unchecked and labeled "All defendants". At the bottom of the selection area are "Next" and "Clear" buttons. A mouse cursor is positioned over the first checked option.

Click in the boxes to place a check next to each defendant's name that this filing relates to. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished

selecting defendants click on **[Next]**.

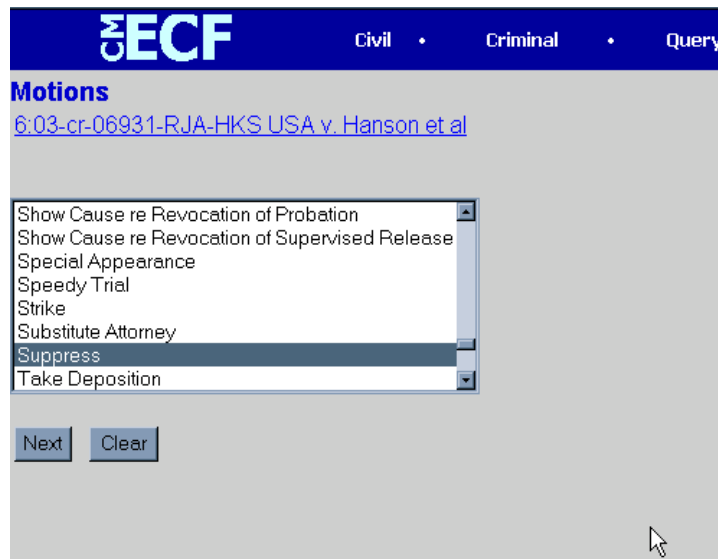
#### 4. Designate the party(s) filing the document

Highlight the name of the party or parties filing the motion. Click on the **[Next]** button.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Motions" and displays the case number "6:03-cr-06931-RJA-HKS USA v. Hanson et al". The main section is labeled "Select the filer." and contains a "Select the Party:" dropdown menu. The dropdown menu is open, showing three options: "USA, [Plaintiff]", "Hanson, James (1) [Defendant]", and "McIntosh, Mary (2) [Defendant]". Below the dropdown menu are two buttons: "Next" and "Clear".

#### 5. Select type of motion



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Motions" and displays the case number "6:03-cr-06931-RJA-HKS USA v. Hanson et al". The main section contains a dropdown menu for selecting the type of motion. The dropdown menu is open, showing a list of options: "Show Cause re Revocation of Probation", "Show Cause re Revocation of Supervised Release", "Special Appearance", "Speedy Trial", "Strike", "Substitute Attorney", "Suppress", and "Take Deposition". Below the dropdown menu are two buttons: "Next" and "Clear".

A **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.



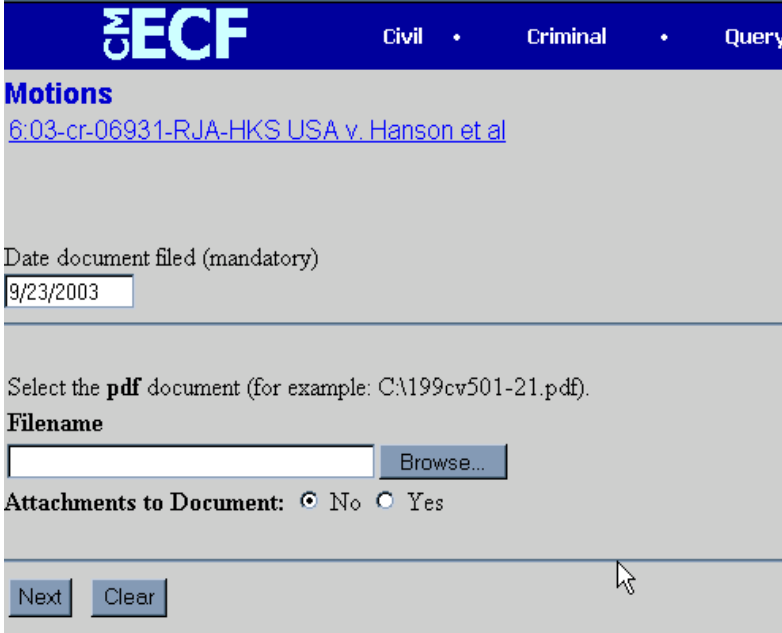
For demonstration purposes, highlight **Suppress** and click on **[Next]**.

**Note:** To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

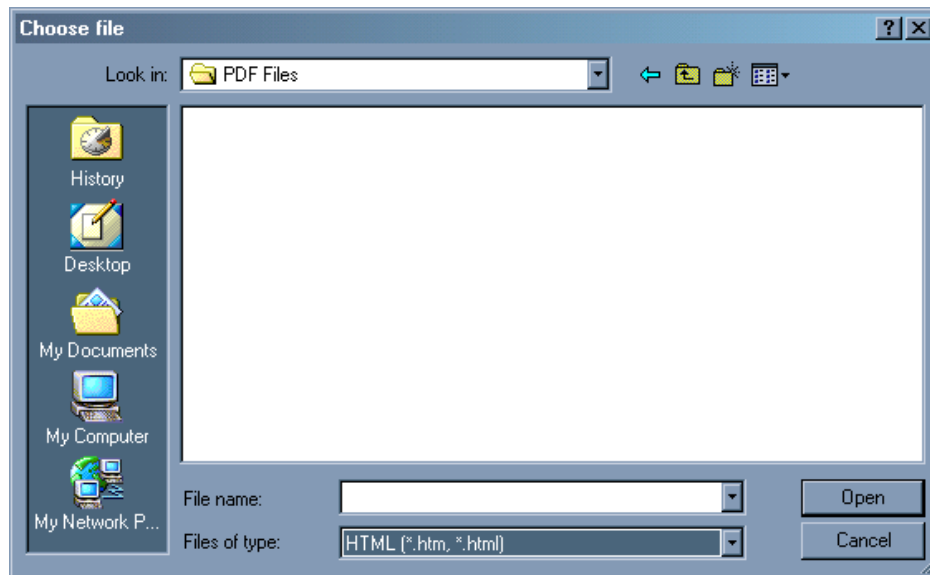
**6. Specify the PDF file name and location for the document to be filed.**

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document you are filing in ECF.

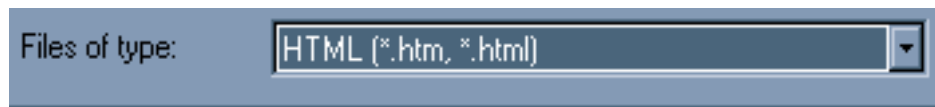
**Note:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF must reside in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page title is "Motions". A blue hyperlink "6:03-cr-06931-RJA-HKS USA v. Hanson et al" is displayed. A section titled "Date document filed (mandatory)" contains a text box with the date "9/23/2003". Below this, a prompt says "Select the pdf document (for example: CA199cv501-21.pdf)". A "Filename" label is above a text input field. To the right of the input field is a "Browse..." button. Below the input field, the text "Attachments to Document:" is followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear". A mouse cursor is visible near the bottom right of the form area.

Click on the **[Browse]** button. ECF opens the following screen:



Change the **Files of type** from:



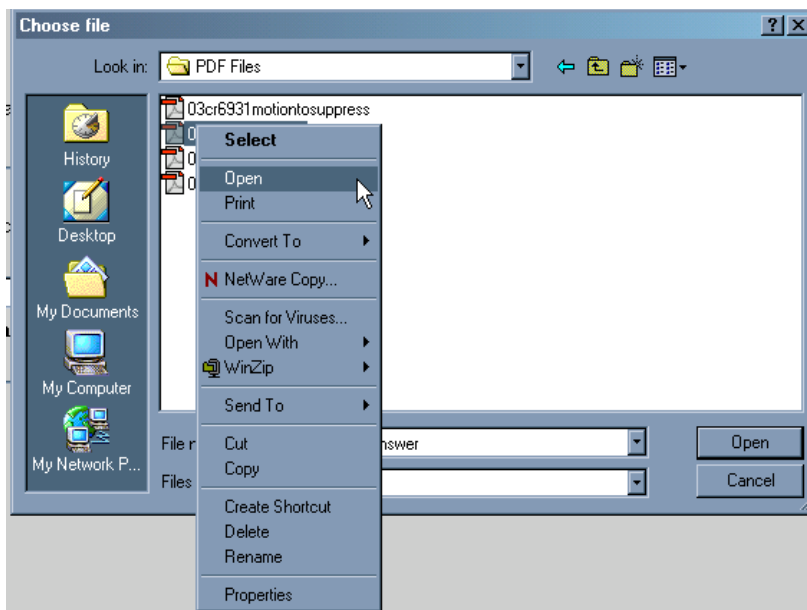
to:



Navigate to the appropriate directory and file name to select the PDF document you wish to file.

Highlight the file to upload to ECF.

**Note:** In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. When e-filing any document, you should always view it in this manner to verify that it is the document you intend to file.

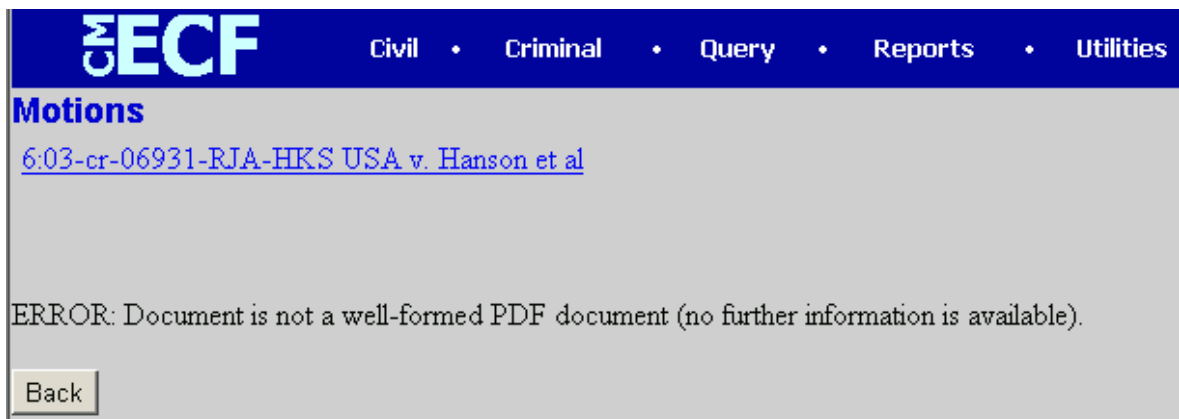


Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 8, **“Modifying Docket Text”**, to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, **“Adding Attachments to Documents Being Filed”**.

In the event you selected and highlighted a file that is **not** in PDF format, ECF will display the following error message after you click on the **[Next]** button.

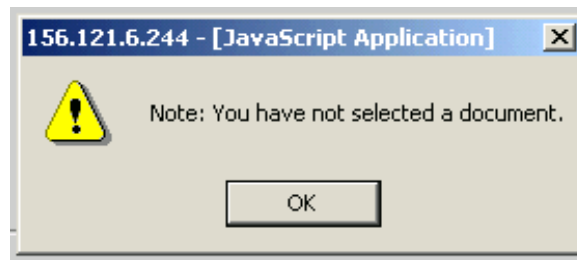


ECF will not permit you to select a file for your pleading that is not in PDF format.

Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

### Failure to Select A Document to File

If you fail to select a document to file, ECF will display the error message depicted below.



If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

## 7. Add attachments to documents being filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears.

The screenshot shows the ECF Motions screen for case 6:03-cr-06931-RJA-HKS USA v. Hanson et al. The page has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is in the top right. The main content area is titled "Motions" and contains the following instructions and form elements:

- Select one or more attachments.**
- 1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
- Filename**: A text input field followed by a "Browse..." button.
- 2) At your option, select a document type and/or enter a description.
- Type**: A dropdown menu.
- Description**: A text input field.
- 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.
- A list box (empty in the screenshot) with "Add to List" and "Remove from List" buttons.
- A "Next" button at the bottom left.

Click on **[Browse]** to search for the document file name of the attachment.

Next to the field for attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

This screenshot shows the same ECF Motions screen as the previous one, but with the "Type" dropdown menu open. The menu lists the following options: Affidavit, Appendix, Civil Cover Sheet, Errata, Exhibit (which is highlighted), Supplement, Text of Proposed Order, Memorandum in Support, and Certificate of Service. The rest of the page content remains the same.

To describe the attachment more fully, click on the **Description** box and type a clear and concise description of the attachment.

Click on **[Add to List]**.

The screenshot shows the ECF Motions interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the bar, the page title is "Motions" followed by a case link: "6:03-cr-06931-RJA-HKS USA v. Hanson et al". The main content area has a heading "Select one or more attachments." and three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. There are two input fields for "Filename" and "Type", each with a "Browse..." button. Below these is a list box containing "O:\CM-ECF Demo Docs\exhibits.pdf". To the right of the list box are "Add to List" and "Remove from List" buttons. At the bottom left is a "Next" button.

ECF adds the selected document as an attachment to the filing. A new **Motions** screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

After adding all of the desired PDF documents as attachments, click on **[Next]**.

### When attachments and exhibits are voluminous

Attachments and exhibits that exceed 5MB in size when scanned shall be filed electronically in separate five-megabyte segments.

### 8. Modify docket text.

The following screen allows you to modify the text of the docket entry, should you choose to do so.

The screenshot shows the ECF Motions interface with the case link "6:03-cr-06931-RJA-HKS USA v. Hanson et al". The main content area has a heading "Docket Text: Modify as Appropriate." Below this is a yellow highlighted box containing a dropdown menu with "MOTION to Suppress" selected, followed by a text input field containing "by James Hanson" and ". (Attorney1, )". Below the yellow box are "Next" and "Clear" buttons.

Click the arrow shown here to open a modifier drop-down list. Select a modifier if appropriate.

5. District Court:nywd - Netscape

Communicator Help

Reload Home Search Netscape Print Security Shop Stop

Location: [https://156.121.6.244/cgi-bin/login.pl?701094830322266-L\\_311\\_0-1](https://156.121.6.244/cgi-bin/login.pl?701094830322266-L_311_0-1)

Contact People Yellow Pages Download Channels

Civil • Criminal • Query • Reports • Utilities •

[A-HKS USA v. Hanson et al](#)

Modify as Appropriate.

MOTION to Suppress  by James Hanson

(Attorney1, )

Next Clear

Click in the open text area to type additional text for the description of the filing.

ECF Civil • Criminal • Query • Reports • Utilities •

Motions

[6.03-cr-06931-RJA-HKS USA v. Hanson et al](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress evidence seized on Septem by USA as to James Hanson , Mary McIntosh .  
(Attorney30, )

Next Clear

9. **Submit the filing.**

Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the Netscape toolbar to find the screen you wish to alter.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled "Motions" with a link to "6:03-cr-06931-RJA-HKS USA v. Hanson et al". The main area displays "Docket Text: Final Text" and a highlighted yellow box containing the text: "MOTION to Suppress evidence seized on September 1, 2003 by USA as to James Hanson. (Attorney30, )". Below this, a red warning message states: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom left are two buttons: "Next" and "Clear".

Click on the **[Next]** button to file the document.

**Note:** The screen depicted above contains the following warning:

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until you return to the desired screen.



## 10. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.



The screen depicted above provides confirmation that ECF has registered your transaction and the document is now an official part of the court record. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

Select **[Print]** on the Netscape Toolbar to print the document receipt.

Select **[File]** on the Netscape menu bar, and choose **Save Frame As . . .** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** serves as the court's date-stamp and proof of service. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a hard copy in your personal files.

ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who

will ***not*** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the filed document(s) on attorneys and parties who are not set up for electronic notification. A filer may include a copy of the Notice of Electronic Filing with any hard copies served.

### **E-Mail Notification of Documents That Were Filed**

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their E-mail addresses to the court. **Only attorneys of record in the case are able to view filings in criminal cases via the internet. Attorneys in multi-defendant cases can only view, via the internet, those filings which relate directly to the party they represent. All other filed documents may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The court strongly urges you to copy the **Notice of Electronic Filing** and filed documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and documents from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard copies of the filed document to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

## Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.

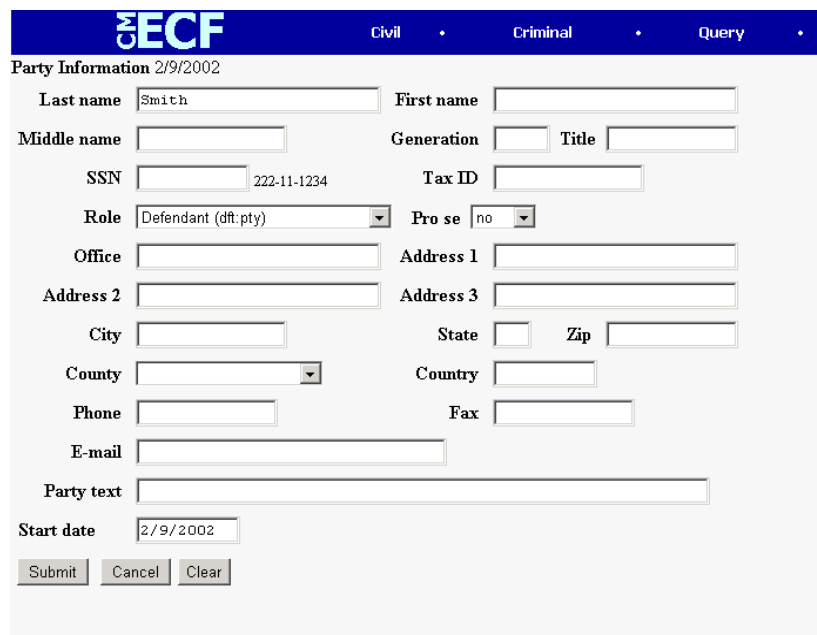


You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in this list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**.

ECF displays the following screen:



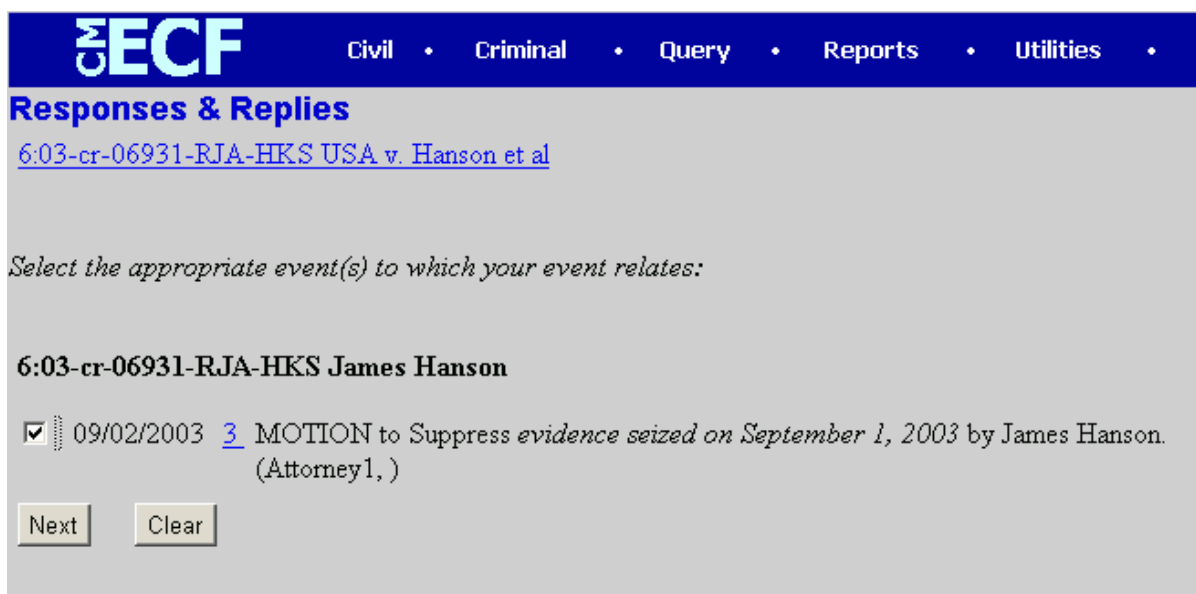
For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.

For an individual, fill out the **Last Name, First Name, Middle Name, Generation,** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click **[Submit]**.

Leave all other fields blank.

### Linking Documents (Refer to existing event)

Some filings such as Affidavits and Indexes should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with a screen such as the following:



**ECF** Civil • Criminal • Query • Reports • Utilities • L

### Responses & Replies

[6:03-cr-06931-RJA-HKS USA v. Hanson et al](#)

*Select the appropriate event(s) to which your event relates:*

**6:03-cr-06931-RJA-HKS James Hanson**

☒ 09/02/2003 [3](#) MOTION to Suppress *evidence seized on September 1, 2003* by James Hanson.  
(Attorney1, )

Click the checkbox for the document you wish to link to and click **[Next]**.

### Query Feature



Registered participants should use this feature to query the ECF system for specific information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF. ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database.

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Pursuant to PACER fee schedules, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below. If you know the number that the court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure C.

The screenshot shows the ECF Query interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, and Reports. Below this is a grey header with the word "Query" in blue. The main area has a yellow background and is titled "Search Clues". It contains several search fields: "Case Number" with a text box and examples (99-500, 1:99cv500); "or search by" text; "Filed Date" and "Last Entry Date" each with two text boxes and a "to" label; "Nature of Suit" with a dropdown menu showing options: 0 (zero), 110 (Insurance), and 120 (Contract: Marine); "or search by" text; "Last Name" with a text box and examples (Desoto, Des\*t); "First Name" and "Middle Name" with text boxes; and "Type" with a dropdown menu. At the bottom are two buttons: "Run Query" and "Clear".

You may query the ECF database by the name of the party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the query screen depicted in Figure C. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases (Figure B). Click on the case number hyperlink and ECF opens the query screen depicted in Figure C.

**Figure A**



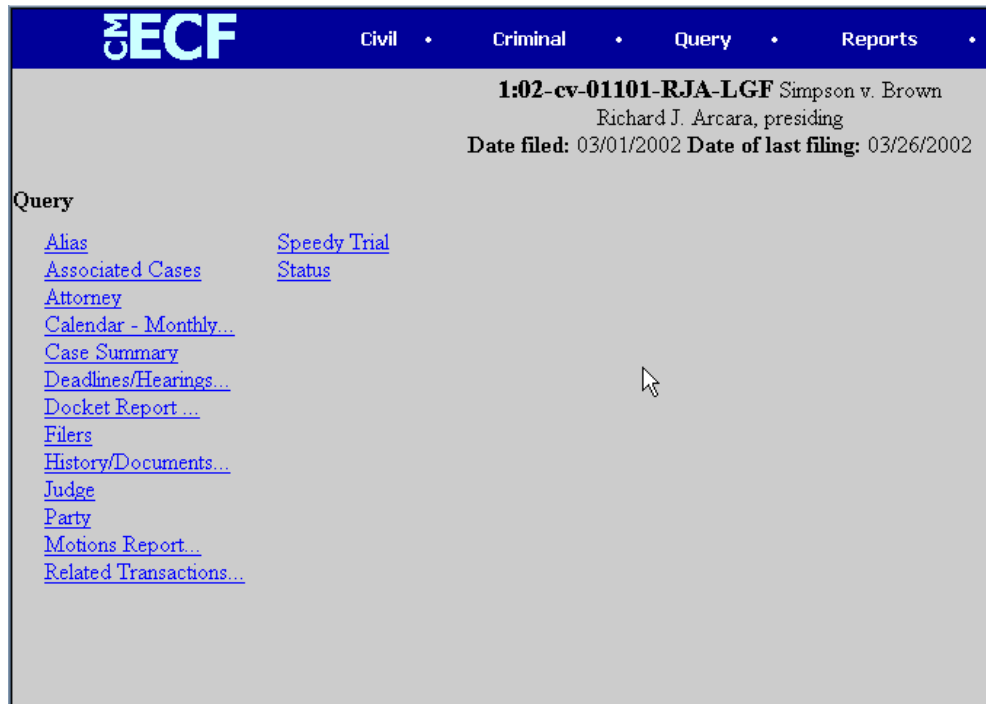
**Figure B**



After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected. See Figure C.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the “beginning of time.” When you run the query, if there is more than one case that meets those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

**Figure C**



At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

### **Case Summary**

Provides a summary of current case-specific information as represented below.



## Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadlines/Hearings** screen depicted below.

<div>  Civil • Criminal • Query • Reports • Utilities • Logout </div>					
<b>1:03-cv-00990-HKS-HKS Smith v. Jones</b> H. Kenneth Schroeder Jr., presiding Date filed: 05/18/2003 Date of last filing: 05/22/2003					
<b>Deadlines/Hearings</b>					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">8</a>	Settlement Conference	05/18/2003	11/04/2003 at 09:00 AM		
<a href="#">8</a>	Further Pretrial Conference	05/18/2003	10/03/2003 at 09:00 AM		
<a href="#">8</a>	Discovery Deadline	05/18/2003	09/09/2003		
<a href="#">8</a>	Amended Pleadings Deadline	05/18/2003	08/20/2003		
<a href="#">8</a>	Joinder of Parties Deadline	05/18/2003	08/20/2003		
<a href="#">4</a>	Response Deadline	05/18/2003	06/19/2003		05/18/2003



After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

## Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

**ECF** Civil • Criminal •

**Docket Sheet**

Case Number  
6:02-cv-03388-MAT-MWP Jones v. Smith et al

☒ Filed  to   
☐ Entered

Documents  to

☐ Public docket  
☒ Include terminated parties  
☒ Include links to Notice of Electronic Filing  
☒ Include List of Parties and Counsel

Sort by

You may select a date range for your docket report as well as a range of document numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.


A portion of a docket report appears below.

 Civil • Criminal • Query • Reports • Utilities • Logout 			
Filing Date	#	Docket Text	
07/09/2002	 <a href="#">1</a>	COMPLAINT against all defendants ( Filing fee \$ 150 receipt number 435.), filed by Jim S Jones.(McCarthy, J.) (Entered: 09/20/2003)	
07/09/2002		Summons Issued as to Sam S Smith, Timothy S Thompson. (McCarthy, J.) (Entered: 09/20/2003)	
07/12/2002	 <a href="#">2</a>	SUMMONS Returned Executed by Jim S Jones. Sam S Smith served on 7/11/2002, answer due 7/31/2002. (McCarthy, J.) (Entered: 09/20/2003)	
07/17/2002	 <a href="#">3</a>	SUMMONS Returned Executed by Jim S Jones. Timothy S Thompson served on 7/15/2002, answer due 8/4/2002. (McCarthy, J.) (Entered: 09/20/2003)	
08/06/2002	 <a href="#">5</a>	MOTION for Extension of Time to File Answer re <a href="#">1</a> Complaint by Timothy S Thompson. (Attachments: # <a href="#">1</a> Exhibit proposed answer)(McCarthy, J.) (Entered: 09/20/2003)	
08/07/2002		Answer due date updated as to Timothy S Thompson. ans due 8/20/03 (McCarthy, J.) (Entered: 09/20/2003)	
08/16/2002	 <a href="#">6</a>	ORDER granting <a href="#">5</a> Motion for Extension of Time to Answer re <a href="#">5</a> MOTION for Extension of Time to File Answer re <a href="#">1</a> Complaint, <a href="#">1</a> Complaint, Ans. due 8/20/02. Signed by Judge Michael A. Telesca on 8/7/02. (McCarthy, J.) (Entered: 09/20/2003)	

The document numbers in the middle column of the docket sheet report are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Notice of Electronic Filing** for the particular document.

### History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. You may also elect to display the docket text in the report.


Civil •

### History/Documents

☒ All events (history)  
☐ Only events with documents

☐ Display docket text

Sort by Oldest date first

After making your selection, click on the **[Run Query]** button. ECF queries the database and builds your report. Below is a portion of a **History/Documents** reports.

<div> <div>ECF</div> <div> Civil Criminal Query Reports Utilities Logout </div> </div>						
<div> <div>6:02-cv-03388-MAT-MWP Jones v. Smith et al</div> <div>Michael A. Telesca, presiding</div> <div>Date filed: 07/09/2002 Date of last filing: 09/20/2003</div> </div>						
History						
Doc. No.	Dates		Description	Private Event	Type Subtype	Docket Part ID
--	Filed: 07/09/2002	Entered: 09/20/2003	Summons Issued		service sm	12
<u>1</u>	Filed: 07/09/2002	Entered: 09/20/2003	Complaint		cmp cmp	10
<u>2</u>	Filed: 07/12/2002	Entered: 09/20/2003	Summons Returned Executed		service smxc	14
<u>3</u>	Filed: 07/17/2002	Entered: 09/20/2003	Summons Returned Executed		service smxc	16
<u>5</u>	Filed: 08/06/2002	Entered: 09/20/2003 Terminated: 08/16/2002	Motion for Extension of Time to File Answer		motion extans	21
--	Filed: 08/07/2002	Entered: 09/20/2003	Update Answer Due Date		utility up dansdt	28
<u>6</u>	Filed: 08/16/2002	Entered: 09/20/2003	Order on Motion for Extension of Time to Answer		order extans	24
<u>8</u>	Filed: 08/16/2002	Entered: 09/20/2003	Motion Hearing		minutes mhrhg	33

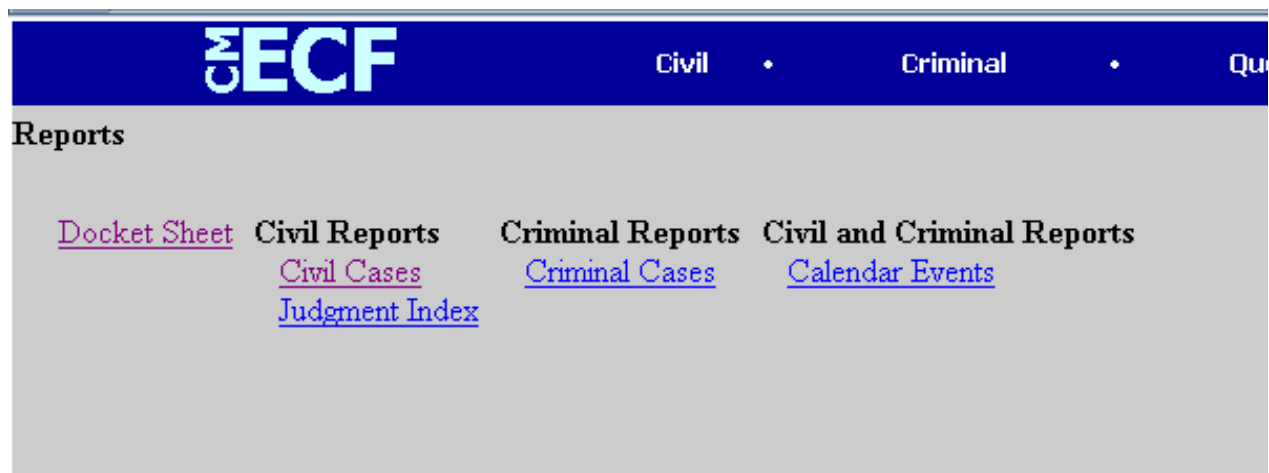
You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

### Other Queries

The process of selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

## Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted below.



If you select Cases Filed or Docket Sheet from the screen depicted above, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

### Docket Sheet Report

Click on **Docket Sheet** hyperlink and ECF opens the PACER login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted to the right.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.



## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Log in to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

<div>  <div> <a href="#">Civil</a> •            <a href="#">Criminal</a> •            <a href="#">Query</a> •            <a href="#">Reports</a> •            <a href="#">Utilities</a> •            <a href="#">Logout</a>  </div> </div>				
Civil Cases Report				
U.S. District Court [TRAIN] -- NYWD U.S. District Court [TRAIN]				
Filed Report Period: 08/26/2003 - 09/25/2003				
Entered Report Period: 08/26/2003 - 09/25/2003				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">1:03-cv-00523-JTC-LGF</a> Doe v. Doe et al	Filed: 08/31/2003		25	Cause: 42:1983 Civil Rights Act NOS: Civil Rights: Other Office: Buffalo President: John T. Curtin Referral: Leslie G. Foschio Jury demand: Both
<a href="#">1:03-cv-00799-JTC-LGF</a> Doe v. Doe et al	Filed: 08/31/2003		25	Cause: 42:1983 Civil Rights Act NOS: Civil Rights: Other Office: Buffalo President: John T. Curtin Referral: Leslie G. Foschio Jury demand: Both

## Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their accounts in ECF and to view all of their ECF transactions.



## Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

### Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

The screenshot shows the 'Maintain User Account' interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. The main form area is titled 'Maintain User Account' and contains the following fields:

- Last name: Attorney30
- First name: [empty]
- Middle name: [empty]
- Generation: [empty]
- Gender: Male (dropdown)
- ATY Type: All (dropdown)
- Title: [empty]
- Type aty: [empty]
- Bar number: [empty]
- Prisoner id: [empty]
- Office: [empty]
- Unit: [empty]
- Address 1: 30 Attorney Way
- Address 2: [empty]
- Address 3: [empty]
- City: Orchard Park
- State: NY
- Zip: 14127
- Country: USA
- County: Erie (dropdown)
- Phone: [empty]
- Fax: [empty]
- Initials: [empty]
- DOB: [empty]
- AO code: [empty]
- End date: [empty]
- Civil ref style: [empty]
- Criminal ref style: [empty]
- Date sworn: [empty]
- Status: [empty]

At the bottom of the form are four buttons: 'Email information...', 'More user information...', 'Submit', and 'Clear'.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. Attorneys are to update their address, telephone and fax numbers and e-mail address when any changes occur. Additionally counsel must e-file a notice of change of address in each pending case in which he or she has appeared.

Clicking on the **[E-mail notification]** button opens the following screen.

E-mail information for Attorney30

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will E-mail to parties their **Notice of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads **“to these additional addresses”**.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.

Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.

If you wish to enter completely new information about your account, use the **[Clear]** button to clear the files on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens the screen depicted below.



**ECF** Civil • Criminal • Query

**More User Information for Attorney30**

Login  Last login 09-25-2003 11:25

Password  Current login 09-25-2003 11:25

Prid 227 Create date 05/28/2003

Registered Y Update date 05/28/2003

Groups Attorney

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

## View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Transaction Log**  
Report Period: 01/01/1996 - 09/25/2003

Id	Date	Case Number	Text
121688	05/30/2003 11:38:38	1-03-cv-968	SUMMONS Returned Executed by Roger Smith. Mary Jones served on 5/30/2003, answer due 6/19/2003. (Attorney2,)
121746	05/30/2003 11:47:31	1-03-cv-968	SUMMONS Returned Executed by Mary Jones. Mary Jones served on 5/30/2003, answer due 6/19/2003. (Attorney2,)
122073	06/13/2003 11:48:08	1-02-cv-4	MOTION to Appoint Expert <I>Dr. Westgate</I> by Zurn Industries, Inc.. (Attorney2,)
124134	08/31/2003 14:59:16	1-03-cv-900	SUMMONS Returned Executed by John Doe. Jane Doe served on 6/2/2003, answer due 6/23/2003; XYZ Corporation served on 6/2/2003, answer due 6/23/2003. (Attorney2,)
124135	08/31/2003 15:15:23	1-03-cv-900	ANSWER to Complaint with jury demand by Jane Doe.(Attorney2,)
124137	08/31/2003 15:29:03	1-03-cv-900	First MOTION to Dismiss <I>a bunch of silly claims</I> by XYZ Corporation. Responses due by 9/23/2003 (Attachments: # (1) Exhibit Affidavits)(Attorney2,)
124138	08/31/2003 15:32:51	1-03-cv-900	RESPONSE in Support re [4] First MOTION to Dismiss <I>a bunch of silly claims</I> filed by XYZ Corporation. (Attorney2,)

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

## Miscellaneous

ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink opens a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF. You can utilize the **Mailings** feature to check a particular case to ascertain which parties receive electronic notice of case activity.

## Logout

After you have completed all your transactions for a particular session in ECF, you should exit from the system



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.